

Department of Natural Resources

Position Description

Working Title: Watershed Management Bureau Director

Classification: Natural Resources Manager

Location: Madison, Central Office

Position Summary: This position is responsible for administering a comprehensive Watershed Management program. The position is responsible for administering all aspects of implementation and evaluation of the bureau programs to ensure conformance with State and Federal laws, development of all administrative rules and associated policies for the programs in the Bureau. An associated responsibility is to coordinate Watershed Management program development, implementation, and integration with other Department programs; provide support and guidance to teams essential to the External Services Division's successful operation; act as management extension of the Division and Deputy Administrator, and Secretary's Office to enhance teamwork, program communication and integration throughout the state, and advise the Division and Deputy Administrator and Secretary's Office on policy and management issues.

Geographic Scope and Travel Requirements: This position is headquartered in the central office of the Department of Natural Resources in downtown Madison, Wisconsin, and requires regular travel throughout the state.

Scope of Authority: This position is supervised by the Division Administrator and is a standing member of the Watershed Management team. The position directly supervises a Deputy Bureau Director and other supervisory staff in the central office and in the field.

Goals and Activities:

60% A. ADMINISTRATION OF WATERSHED MANAGEMENT BUREAU

- A.1. Manage the development of policies, strategies, administrative rules and statutes for the watershed management program statewide, develop a continuous program to improve regulation and enforcement policies and monitor implementation consistency.
- A.2. In cooperation with program supervisors, establish overall watershed management program objectives and workplans and evaluate implementation of statutes, workplan accomplishments and consistency.
- A.3. Manage the development of program budgets within guidelines, present and justify budget request, establish and monitor fiscal control efforts for both state and federal monies, and ensure timely preparation of application and fulfillment of commitments for EPA grants, performance partnership agreements and related activities.
- A.4. Develop within the Bureau of Watershed Management the technical capabilities and resources that can be utilized by staff and ensure implementation of an up to date training program, applied to staff statewide, that ranges from technical training to personal development and team training.
- A.5. Ensure partnerships with external groups such as state and local constituency groups, the state legislature and the EPA to provide technical, statistical and management information and to assess proposed legislation.
- A.6. Integrate and coordinate programs within/out of the External Services Division.

- A.7. Delegate programmatic decision-making in accordance with organizational guidelines.
 - A.8. Oversee data system development and provide for coordination, access and sharing of data by all divisions, regions; local units of government and planning agencies.
 - A.9. Coordinate responses to complaints about issues of statewide concern and consistency.
 - A.10. Lead and encourage cooperative resolution of both external and internal policy implementation disputes.
 - A.11. Provide leadership and direction on regulatory innovation and streamlining within the program to achieve improved environmental and public health protection and promoting increased program efficiencies.
 - A.12. Develop Department policy positions on proposed federal legislation (including federal budget proposals), policies and procedures, and advise the Division Administrator, Secretary's Office, Governor's Office, Congressional Representatives and interest groups of potential impact on the Watershed Management programs.
- 20% **B. ADMINISTRATION OF PERSONNEL AND TEAM MANAGEMENT**
- B.1. Supervise, assist and coach program supervisors.
 - B.2. Establish objectives and monitor performance of program supervisors.
 - B.3. Initiate the establishment of teams to meet established objectives.
 - B.4. Lead and provide support and guidance to management teams.
 - B.5. Recommend or initiate appropriate disciplinary action when staff work performance is below acceptable standards or in conflict with department policy, procedure or law.
 - B.6. Utilize training, performance or recognition awards, program planning involvement, assignment of challenging responsibilities to motivate and challenge employees.
 - B.8. Utilize established recruitment procedures and innovative tools to hire the best qualified applicants. conduct interviews and recommend hire of the best job applicants.
 - B.9. Implement steps to recruit, employ, advance, and retain protected group employees in permanent, project and limited term positions.
 - B.10. Implement and provide information on affirmative action policies and procedures to all employees supervised, agency goals, harassment and discrimination policies, training and advancement opportunities.
- 15% **C. FUNCTION AS MEMBER OF DIVISION MANAGEMENT TEAM**
- C.1. Advise Division and Deputy Administrator on policy, and management issues.
 - C.2. Assist Division and Deputy Administrator in evaluating and resolving issues.
 - C.3. Coordinate Bureau of Watershed Management program activities with other Bureaus within and outside of the Division.
- 5% **D. OTHER RESPONSIBILITIES AS ASSIGNED**

Special Requirements:

- Must meet requirements to operate a State vehicle, including obtaining and maintaining a valid WI driver's license.

Knowledge, Skills and Abilities:

1. Skill in leadership in program management.
2. Knowledge of Division program interests & stakeholders throughout the state.
3. Knowledge of all Department programs.

4. Knowledge of environmental program policy analysis, development and implementation.
5. Skill in managing budget development, resource allocation, work planning, and project initiation and management.
6. Skill in management which pertain to individuals, teams, projects, and /or services and involve the development and oversight of accountability measures, evaluation methods, monitoring processes, and quality improvement of business processes and services.
7. Knowledge of strategic efforts and change management initiatives, identification and application of best practices.
8. Critical thinking skills that demonstrate the ability to resolve strategic issues.
9. Knowledge of organizational strategy and policy development.
10. Knowledge of outreach practices.
11. Knowledge of intergovernmental and inter-agency relations and functions.
12. Knowledge of developing and maintain external and internal partnerships and relationships.
13. Ability to build new relationships and partnerships through trust, negotiation and conflict management.
14. Skill in partnership and collaborative decision-making.
15. Skill in coaching and mentoring for development of employees.
16. Skill in written and oral communications, including making presentation to small and large groups.
17. Skill in negotiation and problem solving.
18. Ability to provide excellent customer service.
19. Ability to manage conflict and bring issues to resolution.

Physical Requirements and Environmental Factors:

(Strength requirements for the position are on a continuum)

Sedentary work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force) for 100% of the time.

Physically, the position has no physical requirements, however maintaining a stationary position will be over 75% of the time.

Environmentally, the position will spend approximately 75% of the time indoors.

Equipment Used in Performing in the Position:

Computer including word processing, spreadsheet, database, and multimedia presentations software.
Fax machine, telephone, photocopier and calculator.